Electronic Vital Registration System
User Training Guide
Navigating the Software

Netsmart Technologies

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Revision History

Date	Document Version	Description	Author(s)
08/14/08	1.0	Initial Version	Alesia Preece
09/22/08	2.0	B3 Updated	Alesia Preece
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The example and screen shot convention in this guide are representative of the commands above the screen, providing a visual as to their location in the application, or specific to the positioning of a field on the screen. The record data visible does not necessarily represent the required entries and processing for that specific event.

Table of Contents

Revision History 2
Navigating the Software 4
Hot Keys 8
Special Characters 10
Error Message Pop-up 11
Password Complexity Requirements 12

Navigating the Software

Each screen is composed of tabs, paragraphs, and fields.

- The tabs can be thought of as pages. These pages can be as long as needed but usually just take up one screen for ease of use.
- A tab usually contains information pertaining to one aspect of the Event.
- The user can go quickly from one tab to another by clicking on a tab heading with a mouse click or by pressing Alt-#, where # is the tab number (1, 2, 3, …) to be accessed.

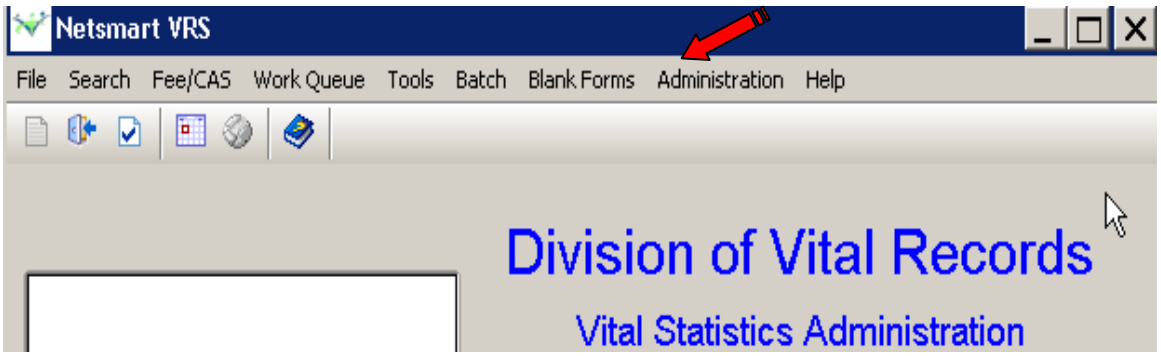
Each tab is composed of one or more paragraphs.

- These paragraphs have a title and are designed to pertain to some particular aspect of the Event.
- You can skip from paragraph to paragraph by pressing Ctrl-P.

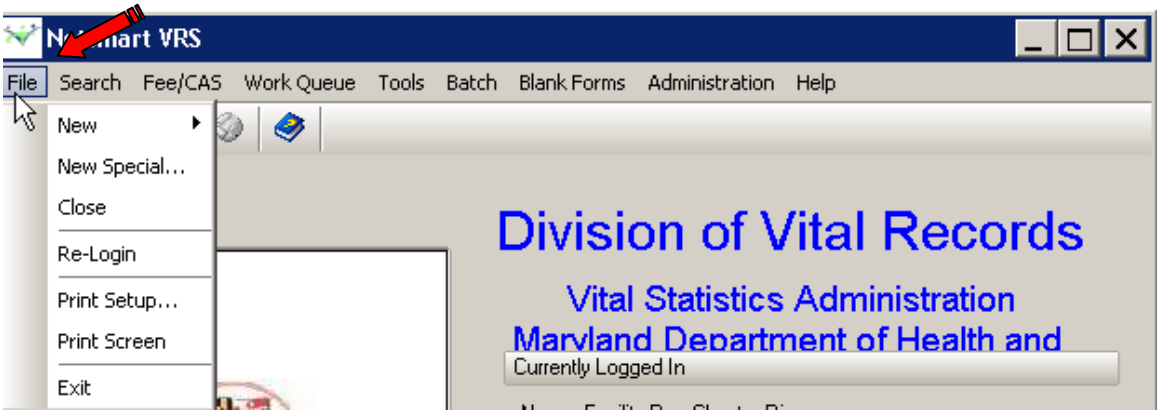
Each paragraph is composed of one or more fields.

- Available field types are
  - drop-down
  - edit
  - check box
  - date edit
  - memo
  - signature
- The user moves from one field to another by
  - pressing the Tab key
  - automatic after entering data into the field with the appropriate type and number of characters

Review the main screen – menu bar & "drop down" options

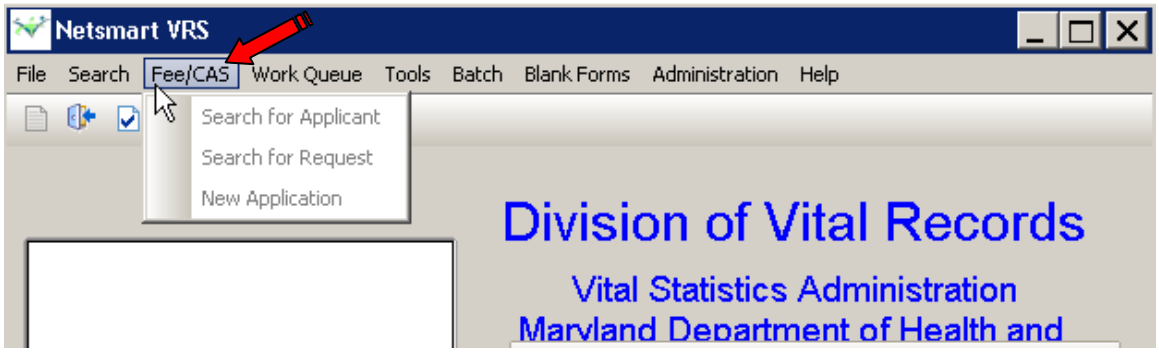


The FILE menu item "drop down" options

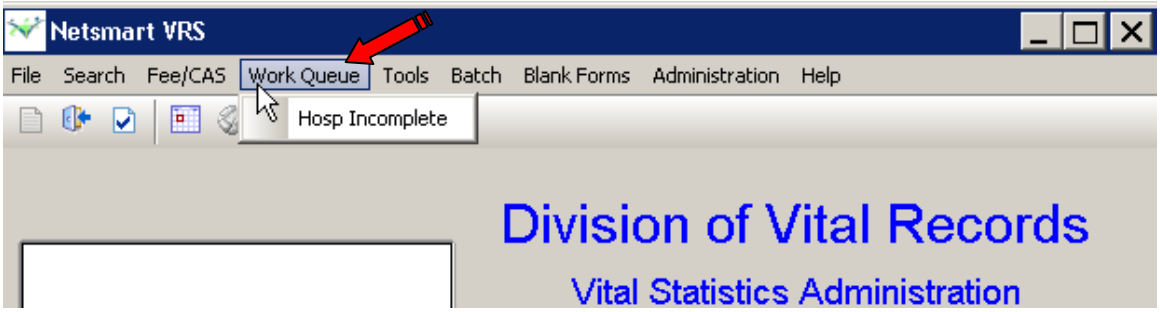


The Search menu item "drop down" options

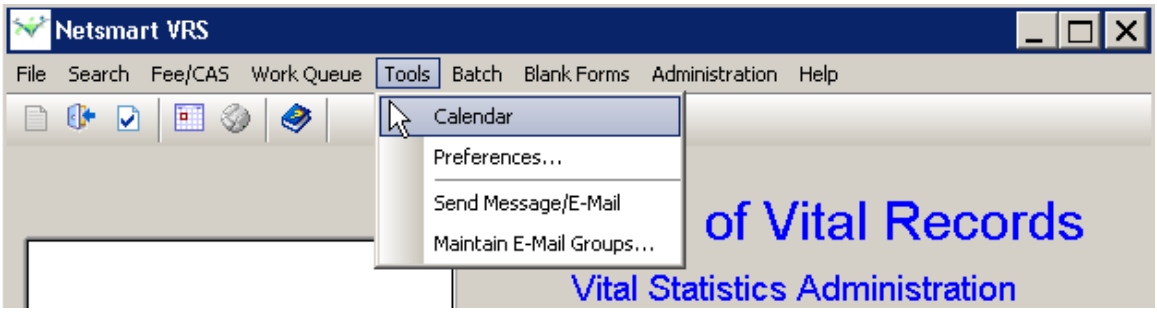
The Fee/CAS menu item "drop down" options



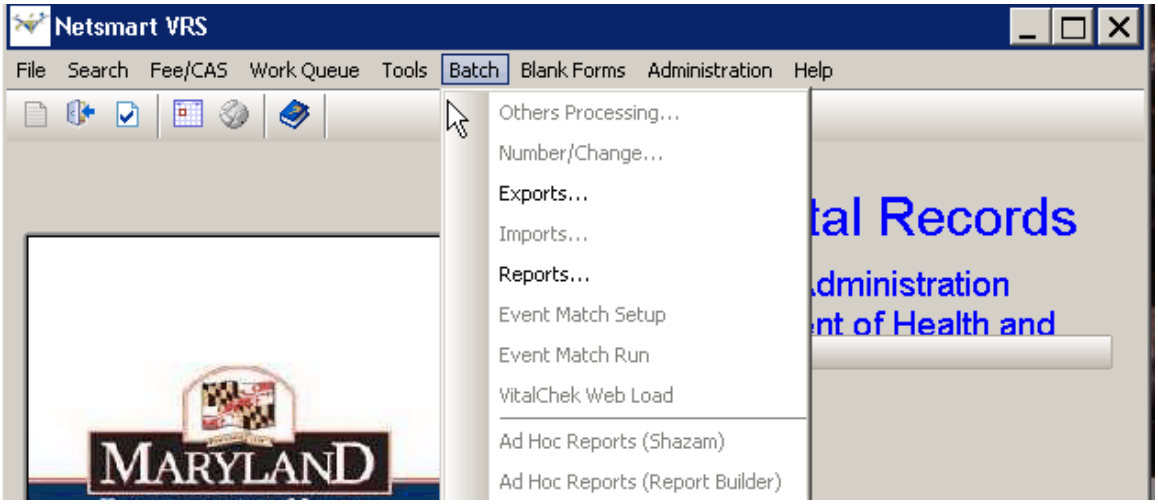
The Work Queue menu item "drop down" options



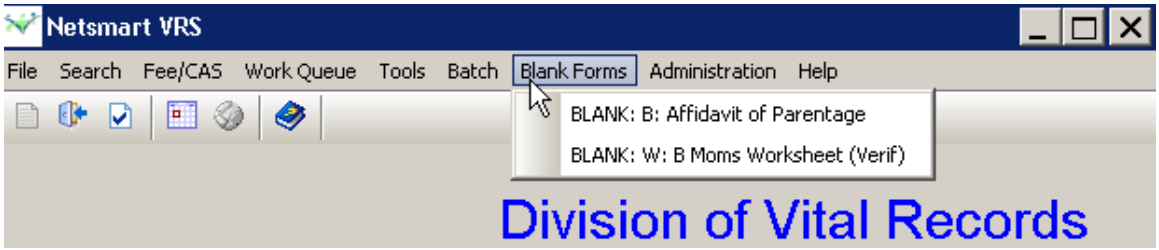
The Tools menu item "drop down" options



The Batch menu item "drop down" options

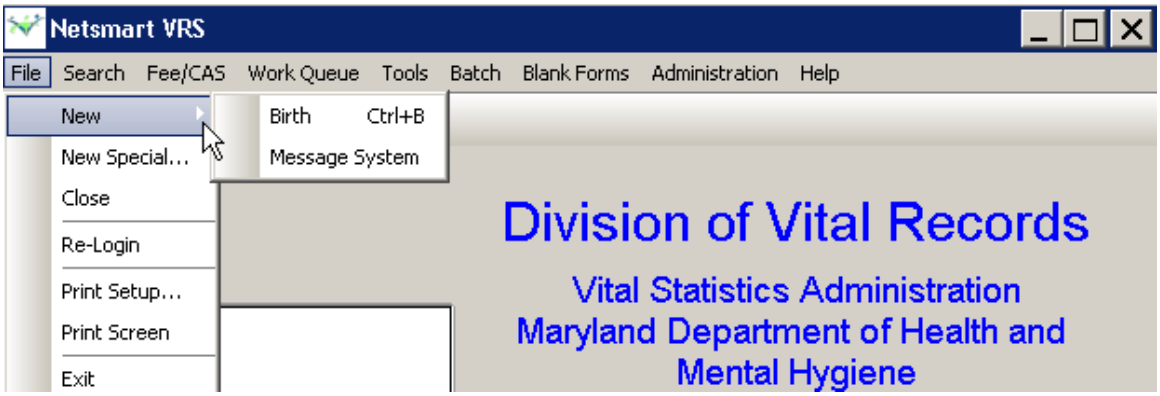


The Blank Form menu item "drop down" options:



The Administration menu item "drop down" options

Review Tabs on the File – New – Birth



Hot Keys

Presented below is a summary of various "hot key" combinations that can make certain data entry functions more efficient for those operators wanting to avoid use of the mouse and mouse menu navigation techniques. They include use of the Control key (Ctrl), the Alternate key (Alt) and the Shift key (Shift).

CTRL-C	COPY - This key copies the contents of the field containing the text cursor to the Windows clipboard. The field contents are not altered
CTRL-O	OVERRIDE - This key sets the edit override indicator for the field containing the text cursor.
CTRL-P	The data entry form is built from labeled boxes which are called PARAGRAPHS (in Windows terminology, they are called group boxes). Pressing Ctrl-P will move the text cursor from the present field to the first enterable field in the next paragraph.
CTRL-Q	QUERY - This key sets the query indicator for the field containing the text cursor.
CTRL-R	RESET QUERY/OVERRIDE - This key removes the query or override indicator. Note that a field can be either overridden or queried, but not both.
CTRL-S	This key SAVES the current Event. It is equivalent to the File | Save menu item.
CTRL-V	PASTE - This key pastes the contents of the Windows clipboard into the field containing the text cursor. The new contents replace whatever was previously in the field.
CTRL-X	CUT - This key clears the present field and copies its contents to the Windows clipboard. From the clipboard it can be pasted into another data entry field, or into another Windows application which supports the clipboard.
CTRL-Z	This key CLEARS the contents of the field containing the text cursor.
CTRL-DELETE	If the text cursor is in a mask edit field (a field with slash or dash characters), the field will be cleared, or DELETED, when Ctrl-Delete is pressed.

CTRL-TAB	This key combination will select the next notebook page. When the last notebook page is displayed, this key combination will display the first page.
SHIFT-CTRL-TAB	This key combination will select the previous notebook

ALT-A Through ALT-Z	Certain menu items have underscores under a letter in the item name. Pressing Alt plus that letter is equivalent to selecting the menu item.
ALT-1 Through ALT-9	These keys select notebook pages, or tabs, 1-9, respectively.
ALT-F4	This key combination will close the current window. It is equivalent to clicking the close window [X].

T (date field)	Entering the letter “T” in a date field will insert “Today’s” date. The date can then be advanced by entering an “F”, for Forward or brought back in time by entering a “B” for Back.

Left Mouse Click	The left mouse button can be used to place the text cursor in a particular field by clicking when the mouse cursor is over the desired field. The left mouse can also select notebook pages by clicking on the tab for the desired page.
Right Mouse Click	A menu of options for a field may be displayed by clicking the right mouse button when the mouse cursor is positioned over the field.

Special Characters

Special characters, or diacritics, can be accommodated on the Event screen fields.

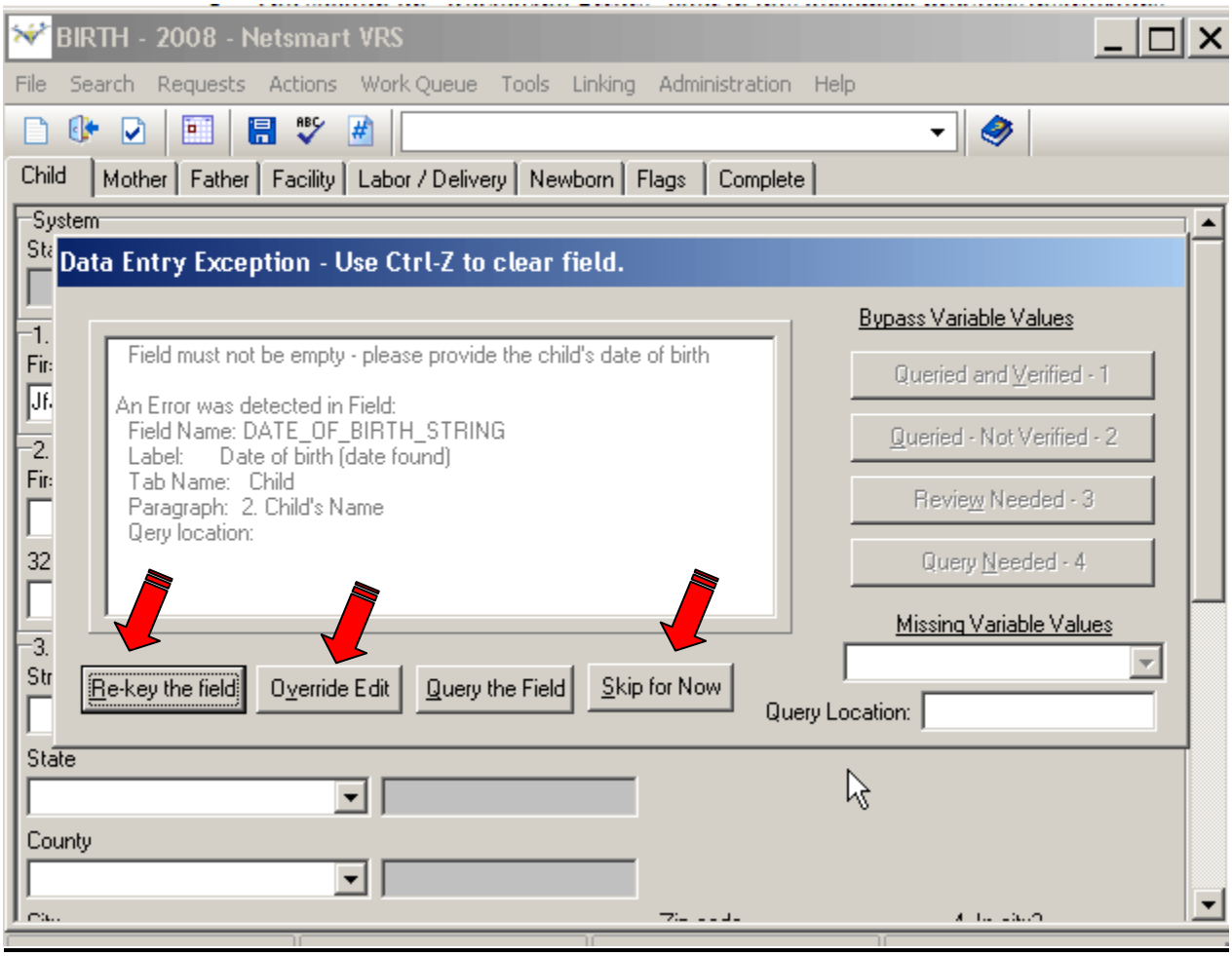
Special character variations for the letter "E"

To access these characters, your cursor must be to the right of the letter, or letter combination, to be changed. Additionally, to access special characters, there can be no letter entry following the letter to be changed. The special character must be added to the field first and then any letters that may follow can be added. You can the scroll through the available choices by hitting the Shift + tilda (~) key combination.

Error Message Pop-up

The pop-up error message box appears when the system does not accept your data entry. You can choose to “re-key the field” or to “skip for now” or “override edit.”

- When you select “re-key the field” the system will immediately place the cursor in the field requiring the correction.
- When you select the “skip for now” the system will allow you to move past the error and correct it later.
  - The section on “Reviewing Errors” later in this document provides instructions on how to view the fields with errors that you have skipped during data entry.
- When you select the “override edit” option, the system will let you save the record and the registrar will review the override for correctness. Use this option when you are positive the data entry is correct.



Password Complexity Requirements

- Not contain significant portions of the user's account name or full name
- Be at least six characters in length
- **Contain characters from <u>three of the following four</u> categories**:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, $, #, %)

A weak password:

- Is no password at all.
- Contains your user name, real name, or company name.
- Contains a complete dictionary word. For example, *Password* is a weak password.

A strong password:

- Is at least seven characters long.
- Does not contain your user name, real name, or company name.
- Does not contain a complete dictionary word.
- Is significantly different from previous passwords. Passwords that increment (*Password1*, *Password2*, *Password3* ...) are not strong.
- Contains characters from each of the following four groups:

Group	Examples
Uppercase letters	A, B, C …
Lowercase letters	a, b, c …
Numerals	0, 1,2, 3, 4, 5, 6, 7, 8, 9
Symbols found on the keyboard (all keyboard characters not defined as letters or numerals)	` ~ ! @ # $ % ^ & * ( ) _ + - = { } | \ : " ; ' < > ? , . /

An example of a strong password is *J*p2leO4>F*.

An example of a weak password is *Hello2U!* A password can meet most of the criteria of a strong password but still be rather weak, even though it meets most of the criteria for a strong password and also meets the complexity requirements of password policy.

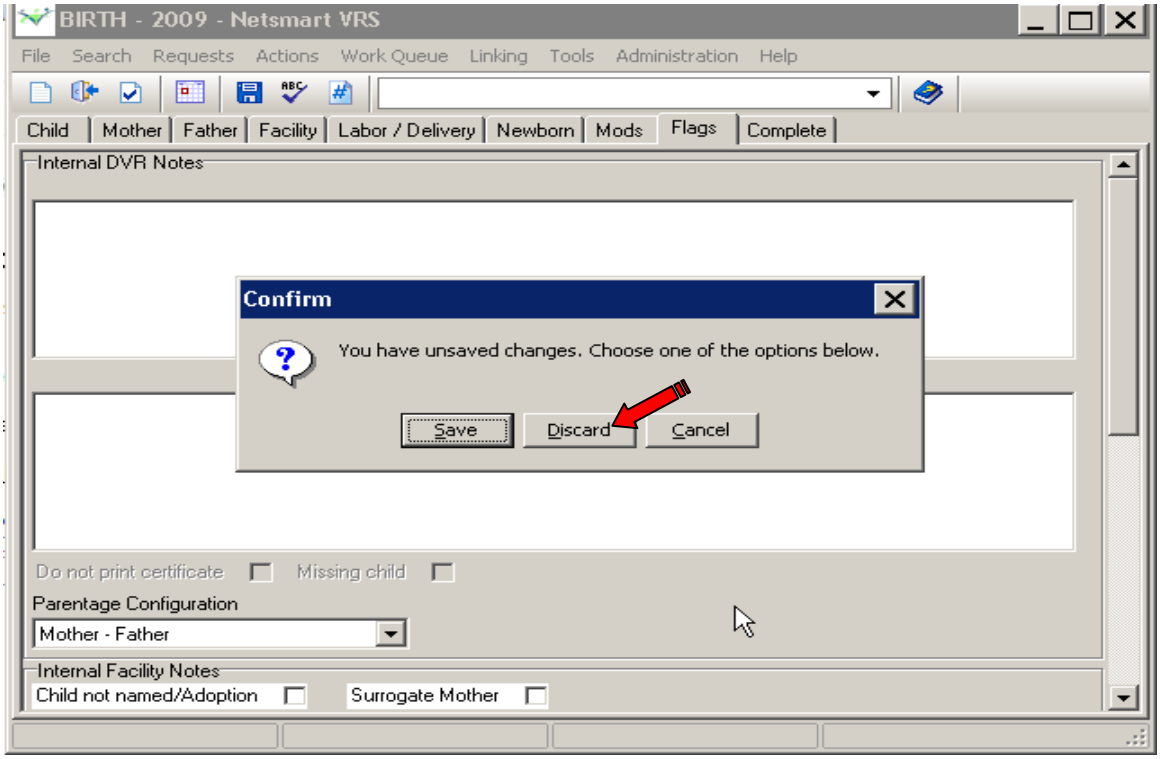
H!elZl2o is a strong password because the dictionary word is interspersed with symbols, numbers, and other letters.

Note: Password must be changed every 42 days.

If you have any questions or need help with the change password process please contact the helpdesk at XXX-XXX-XXXX

Note: The level of password complexity - using all four types of characters (only three types are required).

The BioPassword is not currently enabled on these training accounts. When the production accounts are activated it will be turned on! As soon as the user ids and passwords are activated, it will be important to remember your password and enter the "User Name" and "Password" CONSISTENTLY! i.e. with the same typing rhythm. BioPassword records the typing rhythm, to prevent the stealing or inappropriately using of the account name and password of an authorized user.

Save or Discard or Cancel Window

When the user is exiting out of the record by clicking X, the system has a confirmation pop up window to confirm the desired action. The choices are to either save (save the changes) or discard (not save changes) or cancel (remain in the record.) The window will pop up when the record is being exited and has data that has not been saved.